

David Ndebu Mekenye

Mobile No: (+254) 715688357

E-mail: davendebu96@gmail.com

LinkedIn- David Ndebu

Professional Summary

I am a result driven professional, adequately skilled in accounting, management, sales and marketing, customer service and IT. I am regularly looking for ways to increase my productivity and establishing new relationships to form bond and establish productive commitments. I have exceptional communication skills with the ability to train and lead personnel.

Competencies & Skills Highlight

- Financial accounting
- Taxation
- Use of Accounting software- QuickBooks, SAGE and Oracle
- Customer service
- Excellent Communication skills
- Team player
- Detail-Oriented
- Sales And marketing
- Graphic Design
- Programming (JavaScript, HTML and CSS)
- Computer Repairs and Troubleshooting
- Developing referral networks and suggesting alternate channels and cross-sell products.
- Master in Photoshop, Illustrator, premier pro and After Effects

EDUCATION AND TRAINING

1/2022- Current – Full stack developer

Codecademy

11/2020 –12/2020 Digital Marketing

Ajira Online Program

6/2019 - 6/2020 – Motor Vehicle Electronics

Nita kyeop program

09/2015 – 06/2019 - Bachelors of commerce (accounting option)

Jomo Kenyatta University Of Agriculture And Technology

01/2015 –04/2015 - Advanced Certificate in Computer Applications

Kisii college of Accountancy

02/2011 – 11/2014 - KCSE

Dagoretti High School

01/2003 –11/2010 - KCPE Certificate

Nyambara Primary School

Professional Experience

IT Helpdesk Administrator

January 2022- Current

MEX Enterprises

P.O Box 3238-40200

Key Professional Skills

- Knowledge of basic principles and practices of Computer systems.
- Capable of preparing files and maintaining record and documents
- Ability to verify the accuracy of data input and analysis of information
- Good organizational and planning skills
- Knowledgeable in compiling data and preparing a verity of reports
- Excellent analytical, interpersonal, communicating and advocacy skills

- Ability to work effectively in a diversified set up and in a highly collaborative team environment
- Email and calls management
- Front desk customer service
- Proven ability to respond quickly, independently and appropriately to competing priorities under tight deadlines
- Proficient in most computer applications i.e.

Custody and registrars group

Shares registrar Officer

June 2020- September 2021

Key Professional Skills

- Ability to work with spreadsheets, sales and purchase ledgers and journals..
- Reconciliation of any discrepancies and errors for customers.
- Managing and updating customer databases.
- Sorting out incoming and outgoing daily calls
- Processing and preparing Reports.
- Overseeing client accounts.
- Responding to customer emails.
- Maintaining a positive, empathetic, and professional attitude toward customers at all times.
- Ensuring customer satisfaction and providing professional customer support.
- Keeping records of customer interactions, transactions, comments, and complaints.
- Expert in using Crm softwares such as Kayako.

Jamhuri market jua kali

Mortor Vehicle Electronics Technician

June 2019 – April 2020

Key Professional Skills

- modify, repair, and improve existing electronic products, equipment, and controls and will assist in developing new or updated electronic systems, components, or product
- Inspect and test electrical or electronic systems to locate and diagnose malfunctions, using visual inspections and testing instruments, such as oscilloscopes and voltmeters.

- Cut openings and drill holes for fixtures and equipment, using electric drills and routers.
- Splice wires with knives or cutting pliers, and solder connections to fixtures and equipment.
- Diagnose or repair problems with electronic equipment, such as sound, navigation, communication, and security equipment, in motor vehicles.
- Run new speaker and electrical cables.
- Confer with customers to determine the nature of malfunctions.

Intern

The Ministry of Energy

February 2018- July 2018

Key Professional Skills

- Filing, data entry, and recording and maintaining accurate and complete financial records.
- Preparing month-end financial reports.
- Posting journal entries.
- Preparing accounts receivable, payable.
- Assist with audits.
- Invoicing all payables
- Preparation, issuance, and processing of all imprests
- Preparation of monthly bank reconciliation statements
- Examination of accounting documents
- Preparing accounts and tax returns

REFEREES

ALEX MOENGA

SUPERVISOR

CUSTODY AND REGISTRARS GROUP

0757756490

HANNAH BOSIBORI

Manager

ASA International

0707333331

MR. SAMSON MUTERE ONGALO

PRINCIPAL ACCOUNTS CONTROLLER

MINISTRY OF HEALTH

0722625017